

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Finance Administrator		
<b>TITLE CODE:</b> 1330	<b>SERIES:</b> Accounting/Financial	
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$18.08-\$23.00</b> <b>GRADE: 21</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.	
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Local Health Department Director		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides for the planning, organization and direction of the financial affairs of a local health department, preparation of the annual budget of the department, monitoring the budget to ensure conformance with provisions of the budget, establishing/maintaining appropriate accounting procedures that comply with the rules and regulations, preparation of the reports for the various entities requiring reports, plans, develops, implements, and oversees adherence to goals and objective of accounting, financial, reporting, budgeting, internal control and grants management functions.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's in Business Administration, Public Administration, Public health, Community Health, Accounting, Human Resource Management.

**EXPERIENCE:** Three (3) years of experience in an administrative or management capacity, where fiscal and budgeting, accounting, payroll and accounts payable or closely related activities are demonstrated OR a regular status employee of the classified service may be considered for this position if the employee has a High School diploma or GED and the employee being considered has eight (8) years experience that demonstrates the required knowledge, skills and abilities.

### SUBSTITUTION CLAUSE:

### EDUCATION:

**EXPERIENCE:** Education in the field will substitute for the required experience not to exceed five (5) years for regular status employee of the classified service.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Develops and manages a comprehensive accounting program, prepares the annual budget of the local health department, directs the preparation of statutory, regulatory and/or state and federal financial reports, analyzes financial statistics and other accounting data, coordinates assigned functions with service delivery, administrative and programmatic functions, provides effective input into the agency's strategic planning process, supervises the billing and collection of monies for health services rendered by the department, prepares/participates in the development and implementation of administrative policies and procedures, directs operational analyses of accounting systems, reviews, analyzes and provides input on all budget related commitments, represents the financial interests of the agency, provides technical assistance to others on accounting and fiscal matters, arranges audits of regulated lhd accounts and administer and interprets policies, rules and laws. Coordinates the process and supervises staff.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

### ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06 **DATE OF LAST REVISION:** 07/29/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.